

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

SUPERVISING PROJECT MANAGER

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Supervising Project Manager is the third level in a three level Project Management series. Incumbents supervise professional project management staff and manage the most complex and visible projects requiring significant project management experience.

The Supervising Project Manager is distinguished from the Project Manager by its responsibility for managing the most complex projects and by its responsibility for first-line supervision.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

1.	Supervises staff including prioritizing and assigning work; coaching; conducting performance evaluations; ensuring staff are trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring and disciplinary recommendations	Daily 10%
2.	Plans, develops, and implements the most complex projects in assigned area of responsibility.	Daily 20%
3.	Develops and implements short and mid-range goals and strategies related to area of responsibility; assists in the development of Division policies.	Weekly 20%
4.	Oversees operations in assigned area of responsibility to ensure regulatory compliance.	Weekly 20%
5.	Researches, plans, designs, implements, evaluate, and continuously improves programs in assigned area of responsibility.	Weekly 15%
6.	Facilitates disputes and/or concerns by customers, designers, contractors, and regulators.	Weekly 10%
7.	Develops and maintains annual and capital budgets; coordinates financial activities with other Division management for annual operating revenues and expenditures, capital improvement funds, and assets.	Monthly 5%
8.	Performs other duties of a similar nature or level.	As Required

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Training and Experience (positions in this class typically require):

- Bachelor's Degree in Architecture, Engineering, Construction Management, Business Administration, or a related field and five years of progressively responsible project management experience are required;

Or

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Basic Class C License
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desired

Knowledge (position requirements at entry):

Knowledge of:

- Supervisory principles and practices
- Project management principles and practices
- Engineering principles in assigned area of responsibility
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations
- Computers and applicable software and database systems
- Mathematical concepts
- Research methods
- Construction operations
- Financial management principles and practices
- Best management practices in assigned area of responsibility
- Budget administration principles and practices
- Contract and grant management principles and practices
- Construction industry principles and practices
- Advanced principles and practices in assigned area of responsibility

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Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritizing and assigning work
- Managing projects
- Reading and interpreting complex construction drawings
- Managing databases
- Preparing and performing mathematical calculations
- Speaking in public
- Ability to prepare and make effective oral presentations
- Preparing technical reports
- Reading and interpreting technical documentation
- Interpreting regulations and design details
- Reading and interpreting engineering plans and drawings
- Conducting negotiations and preparing contracts
- Planning and organizing tasks
- Developing project schedules
- Managing multiple priorities simultaneously
- Using computers and applicable software applications
- Monitoring the work of consultants and contractors
- Communication, interpersonal skills as applied to interaction with coworkers, supervisors, the general public, management staff, executive staff, consultants, contractors, etc. sufficient to exchange or convey information and to give and receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, work space restrictions, inadequate lighting, intense noises, travel and heights.

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Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

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